13 January 1949

Miss Katherine M. White
Secretary to Mr. Correa
Cahill, Gordon, Zachry & Reindel
63 Wall Street
New York 5, New York

Dear Miss White:

Enclosed please find copy of Mr. Correa's travel voucher for the period 21-23 November, with statement of deductions attached. Perhaps I should call to your attention the book of transportation requests sent Mr. Correa with Mr. Blum's memorandum to him of 2 April 1948. Since Mr. Correa has been issued this book of requests for use in purchasing his tickets, he cannot be reimbursed for any transportation above coach fare; nor will he be reimbursed for the federal tax involved. So it would afford him quite a saving to use the Government requests for transportation.

You inquired as to how per diem is figured. It is figured on the basis of quarters of a day, 12:00 midnight to 6:00 a.m. being the first quarter; the others, 6:00 a.m. to 12:00 noon, 12:00 noon to 6:00 p.m., and 6:00 p.m. to 12:00 midnight—making the full day. When travel extends beyond twenty-four hours, any travel extending into another quarter, either at the beginning or the close of the period, is considered one-quarter of a day. For instance, if the travel begins at 3:00 a.m. on Wednesday and ends at 7:00 a.m. on Thursday, the traveller would be paid for one and one-half days (the three hours from 3:00 a.m. to 6:00 a.m. on Wednesday is considered one quarter of a day and the one hour from 6:00 a.m. to 7:00 a.m. on Thursday is considered another quarter of a day; these quarters added to those between 6:00 a.m. Wednesday and 6:00 a.m. Thursday amount to six quarters or one and one-half day). However, if the travel is less than twenty-four hours, the number of hours are added together and the traveller is paid for the approximate time this amounts to. For instance, if the travel started at 9:00 a.m. and ended at 4:00 p.m. in the afternoon of the same day, the traveller would be paid for one-half day, since the number of hours amount to seven and this would be in excess of one quarter. If the number of hours had been only six, the traveller would be paid for only one quarter of a day. I hope this doesn't confuse you, but it is rather difficult to explain.

With reference to the telephone calls referred to in my letter of 4 August and your letter of 23 September, if Mr. Correa does not wish to bother to supply the information, could you have him sign a statement to that effect and send it to me. That will relieve our hearing further from the finance office regarding them.

We have received your letter of January 11, enclosing time and attendance and travel and per diem reports for the month of December. They are being submitted immediately to the finance office for payment.

Sincerely,

Orine Cypert

Orine Cypert

P. S.   While Mr. Correa was in Washington during the week before Christmas, he was given personally a couple of checks, one for $118.74, covering time and attendance from 1 September 1948 through 28 November 1948, and another check for $29.98, covering his travel expenses for 21-23 November, 1948 (copy of voucher attached).

Standard Form No. 1012a (Revised)
Form prescribed by
Comptroller General, U. S.
October 20, 1944
General Regulations No. 88—Revised
Amended December 16, 1946
ATTACH SUBVOUCHERS H___

VOUCHER FOR PER DIEM AND/OR REIMBURSEMENT
OF EXPENSES INCIDENT TO OFFICIAL TRAVEL

Bu. Vou No. __NSC - 5538__

U.S. __National Security Council__
(Department, bureau, or establishment)

THE UNITED STATES, DR.,

STAT

To __Mr. Mathias F. Correa__

Address ____

__Washington, D. C.__

(Official duty station)   (Residence (For use of Postal Service only))

PAID BY
(For use of paying office)

FOR PER DIEM in lieu of subsistence, mileage for privately owned motor vehicle, and/or REIMBURSE-MENT of travel and other expenses paid by me in the discharge of official duty from __21 November__ 19__ to __25 November__, 19__, as per itemized statement within, under authority No. __NSC-427-49__ dated __29 November__, 19__, copy of which is attached,* or has been previously furnished with Voucher No. ____, paid ____, 19__, by ____ (Name of disbursing officer)

AMOUNT CLAIMED

FOR—	DOLLARS	CENTS
Subsistence	16	50
Other	15	50
Travel	32	00
TOTAL		

(Payee must not use this space)

Differences See Audit Difference Statement attached	2	02
Amount verified; correct for	29	98
(Signature or initials) %		

MEMORANDUM

appr: James S. Lay

Consultant

NSC - 5538

DEC 17 1949

Traveler's Copy

The next previous voucher paid under the same travel authority was: D. O. Vou. No. ____, paid ____ (Date)

ACCOUNTING CLASSIFICATION (for completion by Administrative Office)

APPROPRIATION, LIMITATION, OR PROJECT SYMBOL	APPROPRIATION TITLE	LIMIT'N OR PROJ'T (Amount)	APPROPRIATION (Amount)
1195200.001	Salaries & Expenses National Security Council, 1949	29.98	29.98

ALLOTMENT SYMBOL	AMOUNT	OBLIGATIONS LIQUIDATED	COST ACCOUNT		OBJECTIVE CLASSIFICATION	
			SYMBOL	AMOUNT	SYMBOL	AMOUNT
109						

Paid by Check No. ____, dated ____, 19__, for $____ { on Treasurer of the United States in favor of payee named above.

MEMORANDUM

*If there was no prior authority, state circumstances which rendered securing prior authority impracticable. If liability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise, the approving officer will sign in the blank space below "Approved for $____" and over his official title.   16—42015-3

NSC-964-49

SCHEDULE OF EXPENSES AND ITINERARY OF TRAVELER*

1. Date and hour of departure (Date) _____ (Hour)

2. Give duty status on first day of voucher period:

Arrived at _____ on _____, 19____, for temporary duty for

approximate period _____

Approximate date of return to official headquarters _____, 19____

DATE 19 48	CHARACTER OF EXPENDITURE (To be itemized by the day and fully explained)	SUB-** VOU. No. 47	AMOUNT CLAIMED	
	1948 DEC 8 AM 1948 DEC 7 PM		SUBSISTENCE†	OTHER
21 Nov	Lv N.Y., N.Y. at 9:30 am via Pa RR			
"	Arr Washington, D. C. 1:15 pm			
23 Nov	Lv Washington, D. C. 4:00 pm via Pa RR			
"	Arr N.Y., N.Y. 7:35 pm			
	PER DIEM: 2 3/4 days at 6.00		16 50	
	TOTALS (to be carried forward to continuation sheet, if necessary)		16 50	

*If authority provides for travel to more than one point, time of arrival and departure from each should be stated in the body of the account in chronological order.
**When subvouchers required by regulations were not obtained, state fully the circumstances showing reasons for omission.
†If more than one rate of allowance is authorized, full statement of application of each rate must be given in some convenient place on this voucher.

STATEMENT OF TRAVEL

TRANSPORTATION REQUEST No.	AGENT'S VALUATION OF TICKET OBTAINED BY T/R NOT TO BE CLAIMED	MODE OF TRAVEL†† (If by public carrier show abbreviated name thereof and class of service used)	DATE OF TRAVEL 1948	POINTS OF TRAVEL		FOR REIMBURSABLE ITEMS ONLY		
				FROM—	To— (Also show meter readings when travel was by automobile)	MILES TRAVELED BY AUTO.	RATE PER MILE (Cents)	AMOUNT CLAIMED Include cash paid public carrier
		* Pa RR	21-23 Nov	New York, N. Y.	Washington, D.C. & ret.			15 50
		* First class accommodations were used, but ticket receipts were not retained.						
		TOTAL MILEAGE COMPUTATIONS (to be carried forward to continuation sheet, if necessary)						15 50

††Railroad, steamship, airplane, bus, motor vehicle, etc. Abbreviate class of service or accommodations: F, first class; M, mixed; C, coach; P, pullman accommodations: DR, drawing room; CP, compartment; BR, bedroom; SOS, single occupancy section; DOS, double occupancy section; LB, lower berth; UB, upper berth; S, seat.
Motor vehicle: GA, Government automobile or motorcycle; PO, privately owned automobile or motorcycle.

16—42615-2   GPO

CENTRAL INTELLIGENCE AGENCY

Washington, D. C.

ADMINISTRATIVE AUDIT DIFFERENCE STATEMENT

Payee___Mathias F. Correa_____Vo. No.NSC-5538 Period_21 November – 23 November 1948

Amount claimed_____	$ _____	32.00
Amount approved_____	_____	29.98
Difference_____	_____	2.02

Transportation claimed:
  Round-trip coach fare from New York, New York
  to Washington, D. C. plus tax.   15.50

Transportation allowed:
  Round-trip coach fare from New York, New York
  to Washington, D. C.   13.48

                                               2.02

In absence of statement why traveler did not use U. S. Government
Transportation Request, Federal tax is suspended.

ADVISORY:
  Since traveler has been issued a book of Transportation Requests,
they should be used, when practicable, to obtain all official
transportation, in order to avoid payment of Federal transportation
tax by traveler. *T.R.'s must be used to procure*
transportation — any time that cost equals or
exceeds $1.00

                                               STAT

Authorized Certifying Officer

ANY RECLAIM MUST BE ACCOMPANIED BY A COPY OF THIS STATEMENT

APR 1948

TRAVEL ORDER

DATE
20 November 1948

NAME	TITLE
Mathias F. Correa	Intermittent Consultant

OFFICE OR BRANCH	OFFICIAL STATION - Washington, D. C.
National Security Council	Place of business - New York, N. Y.

You are hereby authorized to travel and incur necessary expenses in accordance with Standardized Government Travel Regulations and applicable provisions of Public Law 600-79th Congress and regulations issued thereunder _____, subject to the following limitations:

ITINERARY:

New York, N. Y. to Washington, D. C. and return as often as may be necessary.

PURPOSE:

Official business - TDU

Date effective, or as soon thereafter as practicable:	Terminating approximately:
1 December 1948	31 December 1948

MODE OF TRAVEL AUTHORIZED AS CHECKED BELOW:

[X] Common Carrier
[X] Airplane
[ ] Vessel
*[ ] Privately Owned Automobile

[ ] Government Transporation
[ ] Airplane
[ ] Vessel
[ ] Motor Vehicle

*ALLOWANCE FOR PRIVATELY OWNED AUTOMOBILE AS FOLLOWS:

[ ] (a) ____ cents per mile not to exceed cost by common carrier.
[ ] (b) ____ cents per mile, as being more advantageous to the Government.

[ ] The change of official station indicated is effected in the interest of the Government and not for your personal convenience.
[ ] In connection with change of station, you are authorized to transport your immediate family and your household goods and personal effects, subject to weight limits, restrictions and provisions of PL 600 and Executive Order 9805·
[ ] Travel to first post of duty abroad including expenses of transportation of immediate family, household goods and personal effects in accordance with the provisions of Sec. 7, ·PL 600.
[ ] Return from post of duty abroad including expenses of transportation of immediate family, household goods and personal effects in accordance with the provisions of Sec. 7, PL 600.

SPECIAL AUTHORITY:

PER DIEM AUTHORIZED:

Per diem allowance: $6.00 (while employed on an intermittent basis).

[ ] Security Clearance approved:
[ ] Physical examination completed; immunization to be completed approx. _____

APPROPRIATION LIMITATION	SIGNATURE
1196200.001 Salaries & Expenses, NSC, 1949	

ALLOTMENT ACCOUNT SYMBOL
104-02.1

Chief, Fiscal Division

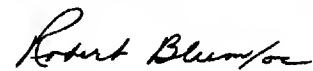STAT

OFFICE OF THE SECRETARY OF DEFENSE

WASHINGTON

8 December 1948

Mr. Mathias F. Correa
Cahill, Gordon, Zachary and Reindel
63 Wall Street
New York, New York

Dear Mat:

Enclosed please find copy of your travel

order for the month of December.

Sincerely yours,

Robert Blum

Robert Blum

Enclosure
Travel Order